



REGULATIONS

Polish Language Course

Center for Integration of Foreigners in Częstochowa

1. General Information

1.1. The Polish language course includes:

- 120 teaching hours for Slavic-speaking groups,
- 150 teaching hours for non-Slavic-speaking groups, conducted at **A1/A2 level**, including children over 5 years old.

1.2. Classes are held according to the schedule set by the organizer.

1.3. The course is intended for adults and children over 5 years of age.

1.4. Participation in the course is voluntary and free of charge.

2. Attendance

2.1. Participants are required to attend at least **80% of classes**.

2.2. Absence exceeding 20% of teaching hours may result in removal from the participant list. 2.3. In case of absence, the participant should provide justification **before the class**, via e-mail or phone.

2.4. Justifications will be considered individually by the organizer.

3. Rules for Freezing Participation

3.1. A participant has the right to **freeze participation** in the course **once** for a maximum of 1 month.

3.2. The request to freeze must be submitted **in writing** to the organizer **before the planned absence**.

3.3. In emergency situations (e.g., illness), the organizer may approve a longer freezing period. 3.4. After the freezing period ends, the participant is obliged to resume participation in the classes.

4. Rules for Extending Participation

4.1. A participant who has not completed the required number of hours (80%) due to justified absences may request an **extension of the course**.



4.2. The request for an extension must be submitted **no later than 7 days** before the course ends. 4.3. The decision to extend participation is made by the organizer based on an **individual assessment** of the participant's situation. 4.4. If approved, the participant will be included in the next edition of the course under conditions determined by the organizer.

5. Online Courses

5.1. Online courses are conducted as **synchronous (live) classes**.

5.2. Online participants are required to provide appropriate equipment and internet access.

5.3. Attendance in online classes is calculated the same way as for in-person classes – **minimum 80% participation**.

5.4. In case of technical problems, participants should immediately notify the organizer.

5.5. Rules regarding freezing and extending participation do **not** apply to online courses.

5.6. If a participant cannot attend in-person classes, it is possible to **complete the course entirely online**, provided the required number of hours is completed and the final test is passed.

6. Use of Teaching Materials

6.1. Materials provided by the organizer are the property of the course and may **not be shared** without the organizer's consent.

6.2. Online course participants are required **not to share class recordings** with third parties.

7. Safety Rules

7.1. Children under 13 may participate in the course **only under adult supervision** (applies to both in-person and online classes).

7.2. The organizer ensures safe conditions during in-person classes.

7.3. Participants are required to follow all safety rules applicable at the venue.

8. Personal Data Protection



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8.1. Participants' data will be processed in accordance with applicable laws, including **GDPR**, solely for purposes related to the course.

8.2. Participants have the right to access, correct, and delete their data according to legal procedures.

9. Communication with the Organizer

9.1. Contact via e-mail or phone regarding the course is possible during the organizer's working hours.

9.2. The organizer responds to participants' inquiries within **24 working hours**.

10. Course Completion and Certification

10.1. After completing the course, participants receive a certificate confirming their language skills.

10.2. Certificates are issued to participants who:

- meet the attendance requirement (minimum 80%),
- pass the final language test.

10.3. Certificates are issued within **7 days** after the course ends.

11. Final Provisions

11.1. The organizer reserves the right to make changes to the regulations, and participants will be informed accordingly.

11.2. Any disputes are resolved by the organizer.

11.3. The regulations come into force on the date of announcement and apply throughout the course duration.

11.4. Each participant signs the regulations, which are included in the participation documentation. 11.5. For online courses, participants are required to **read the course regulations in electronic form**.

11.6. The organizer sends the course regulations to the participant **via e-mail** provided in the recruitment documents.

11.7. Confirmation of reading the regulations is done by **replying to the e-mail** with the statement: *"I have read the Polish language course regulations and accept its terms."*

11.8. Failure to confirm reading the regulations may result in **inability to participate in online classes**.